# Respond to Solicitations

Please note all Solicitations will be available for searching and viewing in VSS. In some cases documents may require additional information or a form download a response.

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## General Information

#### **GENERAL INFORMATION:**

#### **SCC Requirements.**

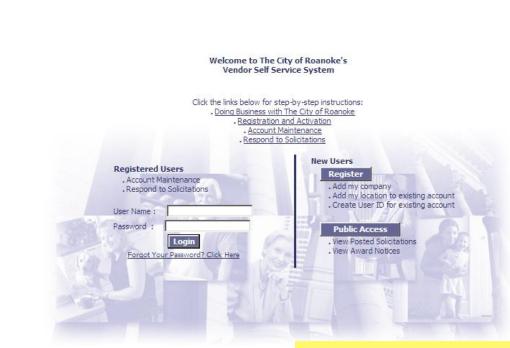
As of July 1, 2011, all Bidders and Offerors must be registered with the SCC prior to an <u>Award</u>. If the Bidder is exempt, they must provide a written reason for exemption. Failure to provide this in the RFP response will VOID the RFP response.

FOREIGN OR DOMESTIC BUSINESS AUTHORIZED TO TRANSACT BUSINESS IN THE COMMONWEALTH:

Each Bidder who is a stock or nonstock corporation, limited liability company, business trust, or a limited partnership or other business entity shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if required by law. Each such Bidder shall include in its bid response the Identification Number issued to it by the Virginia State Corporation Commission (SCC) and will list its business entity name as it is listed with the SCC. Any Bidder that is not required to be authorized as to transact business in the Commonwealth as a domestic or foreign business entity as required by law shall include in its bid response a statement describing why the Bidder is not required to be so authorized. (See Va. Code Section 2.2 -4311.2)

#### **GENERAL INFORMATION:**

#### **Viewing the Business Opportunities.**:



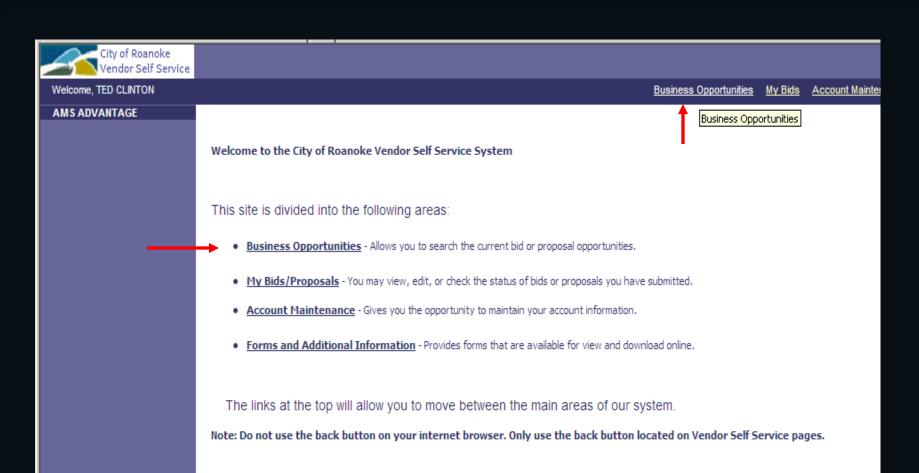
If you need assistance, please contact the City of Roanoke Purchasing Division via email at VSSHELP@Roanokeva.gov or call (540) 8:

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#### Step 1:

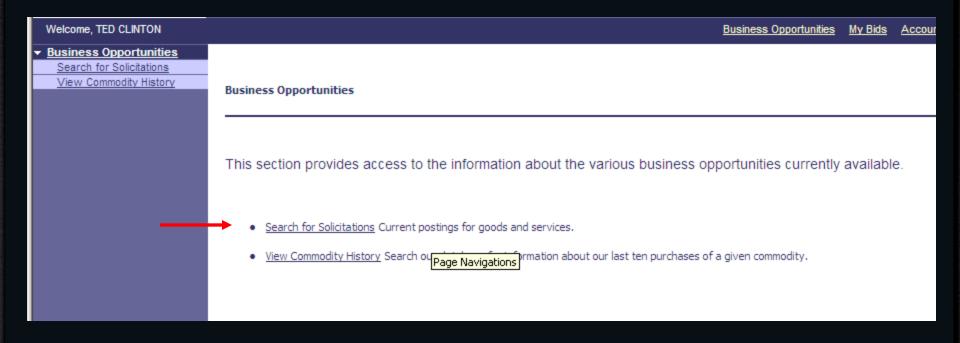
From the Welcome Screen enter Vendor's Username and Password, and Click <u>Login</u>.

CGI Technologi



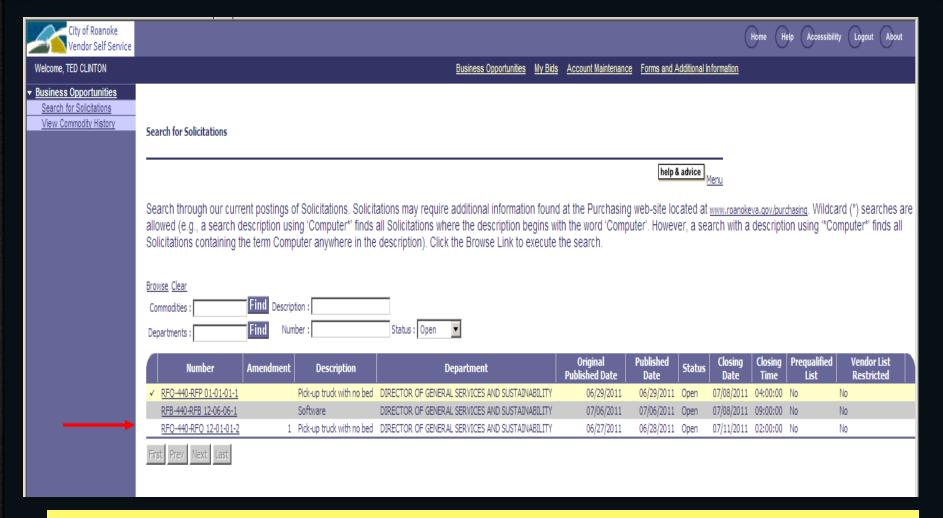
#### Step 2:

Click on the <u>Business Opportunities</u> link in the Vendor's Home menu or in the upper right-hand corner of the Homepage.



#### Step 3:

Click the **Search for Solicitations** link.



Step 4:

From the <u>Search for Solicitations</u> workspace, the Vendor will find a menu of current solicitations available. In this section the Vendor can view or respond to a specific request by click ing the <u>Number Link</u>.

## Submitting a Bid Response

#### Welcome to The City of Roanoke's Vendor Self Service System

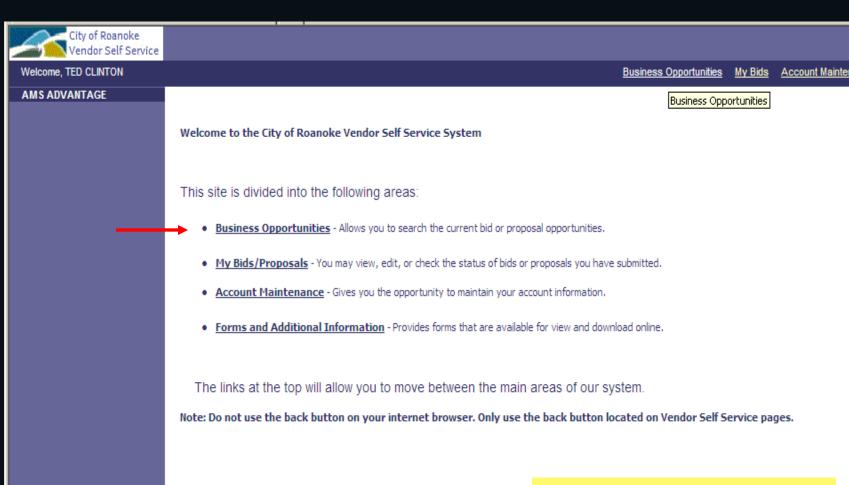
Click the links below for step-by-step instructions: . Doing Business with The City of Roanoke . Registration and Activation . Account Maintenance Respond to Solicitations New Users Registered Users Register . Account Maintenance . Add my company . Respond to Solicitations . Add my location to existing account . Create User ID for existing account User Name : Password: **Public Access** . View Posted Solicitations View Award Notices Forgot Your Password? Click Here

If you need assistance, please contact the City of Roanoke Purchasing Division via email at VSSHELP@Roanokeva.qov or call (540) 853-2871 Monday through Friday between 8:00am and 5:00pm

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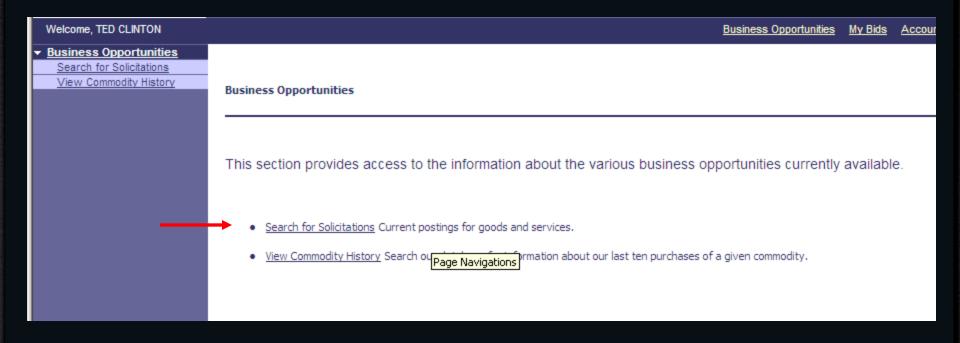
#### Step 1:

From the Welcome Screen enter Vendor's Username and Password, and Click Login.



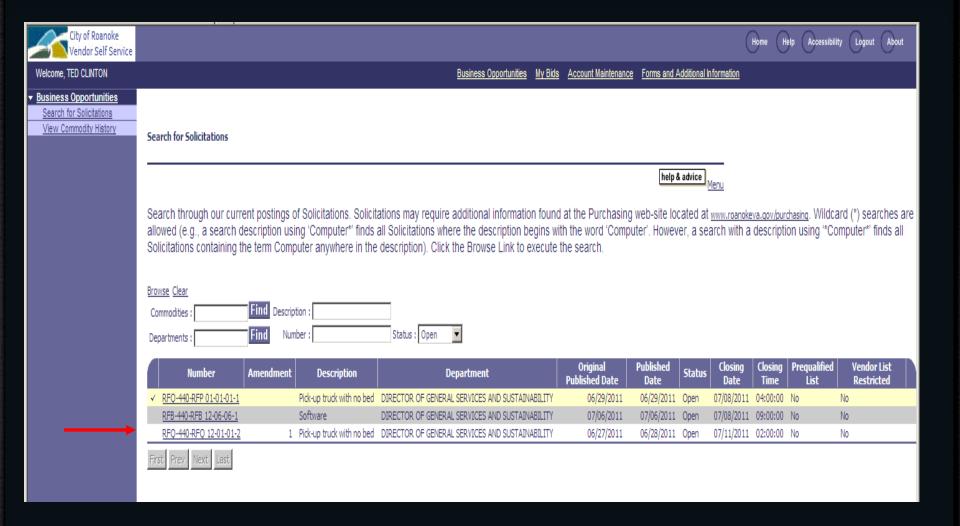
#### Step 2:

Click on the <u>Business Opportunities</u> link in the Vendor's Home menu.



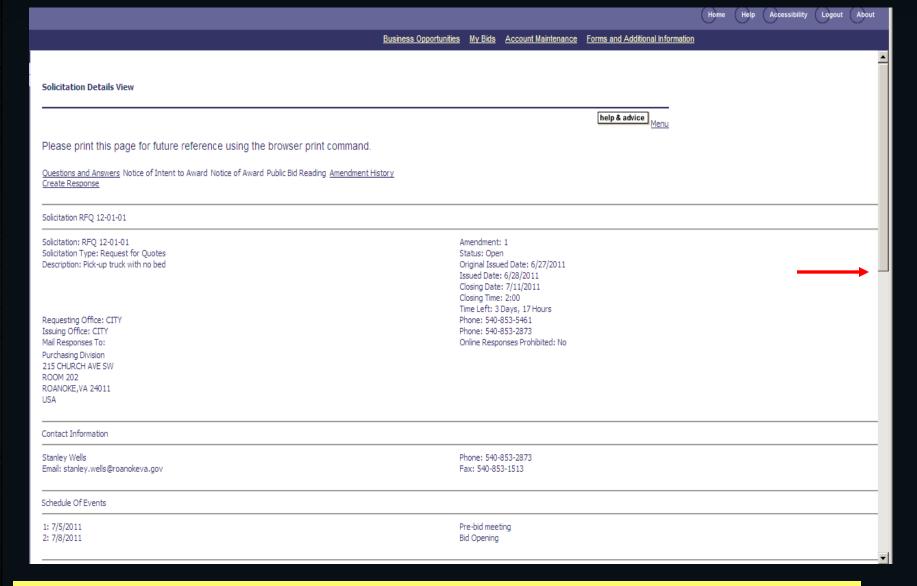
#### Step 3:

Click the **Search for Solicitations** link.



#### Step 4:

From the <u>Search for Solicitations</u> workspace, the Vendor will find a menu of current solicitations available. In this section the Vendor can view or respond to a specific request by click ing the <u>Number Link</u>.



#### Step 5:

It is recommended the entire solicitation be read and reviewed.

Please be sure to scroll all the way to the bottom before choosing to Create a Response.

Business C

#### Solicitation Details View

Please print this page for future reference using the browser print command.

Questions and Answers Notice of Intent to Award Notice of Award Public Bid Reading Amendment History Create Response

#### Step 6:

After reading/reviewing the entire Bid solicitation, Click <u>Create Response</u>.



#### **Step 7**:

Select the <u>Create Response</u> link from the left-hand Navigation Panel to view the first page of the solicitation as shown below. Expand the discount information (if applicable), click Save.

Select the **Commodity Response** link.

#### SR - 440- ESR110707000041- 1- New- Draft

#### ¬Solicitation Summary

Solicitation Summary Information

Solicitation: RFO 12-01-01 Amendment: 1 Solicitation Type: RFQ Close Date: 7/11/11 Solicitation Description: Pick-up truck with no bed Close Time: 2:00

Issuina Office : CITY Red Solicitation Description Buyer: Stanley Wells

DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY Fax: 540-853-1513

stanley.wells@roanokeva.gov Status: Open

#### No Bid Bid

Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

Phone: 540-853-2873

Phone: 540-853-5461

Phone: 540-853-2873

#### Discount Information

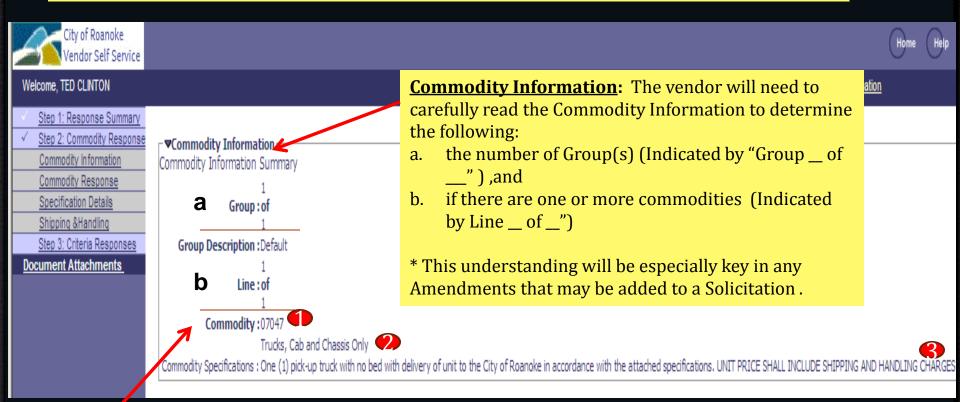
Click the "Discount Information"link to the left to offer a cash discounts for prompt payment.

Top

Menu



#### **Understanding the Commodity Page**



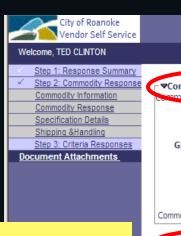
#### **Commodity:**

This section will include:

- 1. The Commodity ID No.
- 2. The Class Description
- 3. Commodity Specifications.

\*If more than one Commodity/Service is required in a Solicitation the Vendor must complete each page as shown on the next page and click "Next", read the next Commodity/Service Information and answer accordingly until all commodity sections are completed.



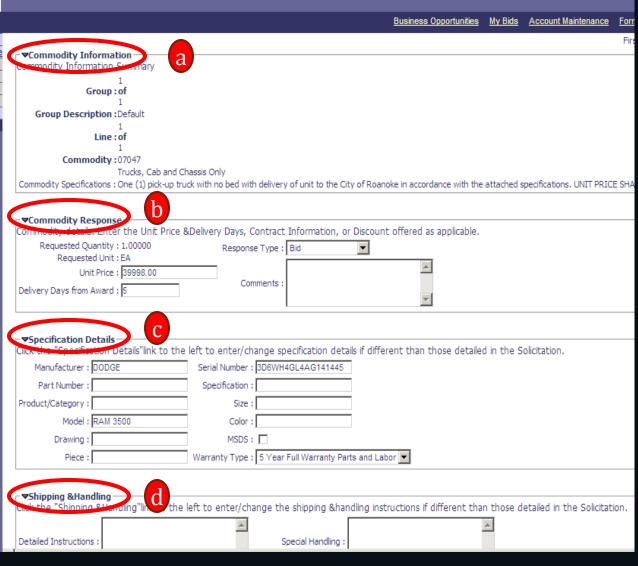


#### Step 8:

From the <u>Commodity Response</u> Section, the Vendor must complete all portions of each commodity page:

- a. Commodity Information
- b. Commodity Response
- c. Specification Details
- d. Shipping and Handling (if applicable)

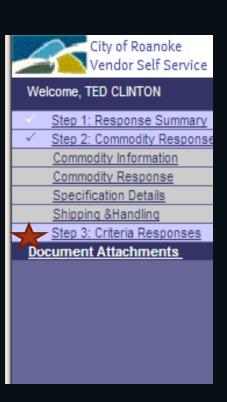
Once completed, Click <u>Save</u> tab in the bottom left.

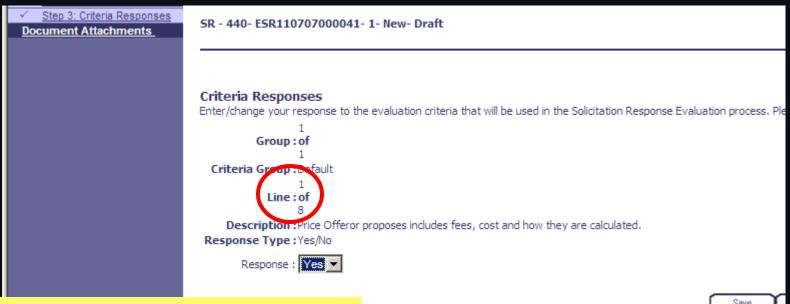


Attachments

Submit

Once **ALL** Commodity Pages have been completed <u>Click Step 3: Criteria Responses</u> in the Left-hand Navigation Panel. (as indicated by the Star to the right.)





#### Step 9:

#### Select <u>Criteria Responses</u>:

The Vendor must respond to all lines in this Solicitation. To get to each question, the Vendor will click the Next link in the top right-hand corner until all questions have been answered.

When all lines are complete, click <u>Save</u> tab. Once the responses have been saved, click the <u>Submit</u> tab.



#### Response Submitted

help & advice

Your response has been processed. Thank you.

Click any link to continue.

#### **Step 10**:

When the submittal process has been successful the vendor will receive a Response Submitted page.

If there are errors, the Vendor will need to make those corrections /re-save and re-submit.

Congratulations!!! You've successfully submitted a Bid Response

# Asking a Question

(All questions will be accepted until the Close Date, should a Vendor have any questions after an Award has been made, the vendor will need to direct those questions to the specific buyer associated with the Solicitation.)

#### Solicitation Details View

Please print this page for future reference using the browser print command.

Questions and Answers Notice of Intent to Award Notice of Award Public Bid Reading Amendment History Create Response

Solicitation 01-10-10

Solicitation: 01-10-10

Solicitation Type: Request for Quotes Description: Lawn Mowers/Weedeater

Requesting Office: CITY Issuina Office: CITY Mail Responses To: Purchasing Division 215 CHURCH AVE SW ROOM 202 ROANOKE, VA 24011

USA

Contact Information

Cassandra Dorsett Phone: 540-853-5268

From the Solicitation Details View page, click Questions and Answers.

(Directions to the Solicitation Details View section can be found in Steps 1-5 of Section 1 of this Manual.)

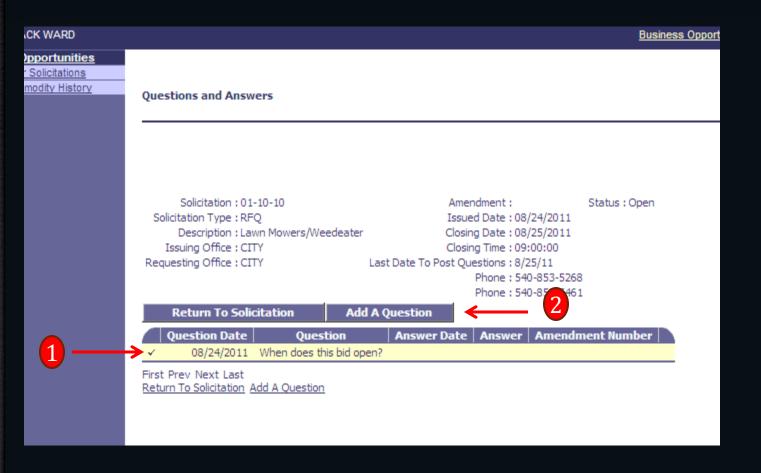
Status: Open

Original Issued Date: 8/24/2011 Issued Date: 8/24/2011 Closing Date: 8/25/2011 Closing Time: 9:00

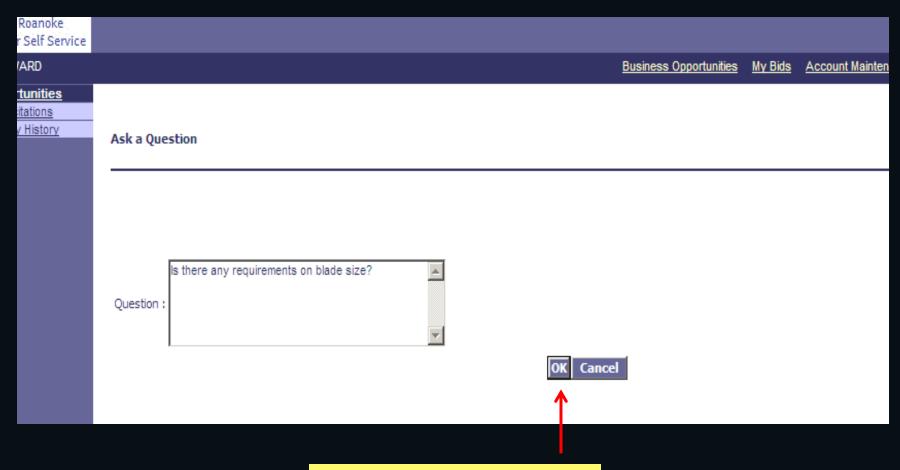
Time Left: 20 Hours, 5 Minutes Phone: 540-853-5461

Phone: 540-853-5268

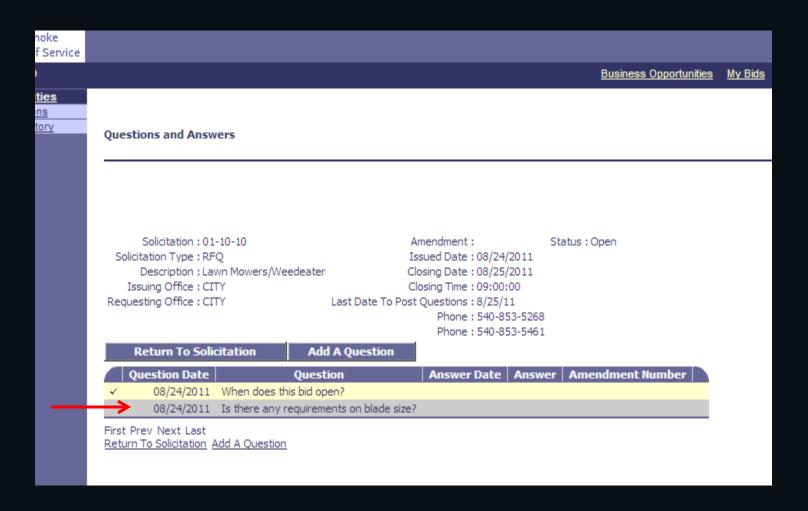
Online Responses Prohibited: No



In the <u>Questions and Answer</u> section, Vendors may either (1) view all current questions and answers to date or (2) submit a question by clicking <u>Add Question</u>.



Enter the question and click OK.



This will take you back to the **Question and Answer**.

The question entered will show in the menu.

## Viewing Amendments

#### Search for Solicitations

Search through our current postings of Solicitations. Solicitations may require additional information found at the Purchasing web-site to (e.g., a search description using 'Computer\*' finds all Solicitations where the description begins with the word 'Computer'. However, a se containing the term Computer anywhere in the description). Click the Browse Link to execute the search.

Browse Clear				
Commodities:	Find	Description:		
Departments :	Find	Number:	Status:	Awarded 🔻

	Number An	mendment	Description	Department	Orig Publi Da
<b>→</b>	✓ RFB-440-RFB 10-07-08-3	2	COURTHOUSE MOTORS & DRIVES	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	06/01
	RFB-530-RFB 01-01-02-1	<b>A</b>	Benches FIN 013-09	DIRECTOR OF PUBLIC WORKS	06/20
	RFP-440-11-06-01-1	T	Telephone Consultant Services	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	06/16
	RFB-430-RFB 12-01-01-A-1		street signs	DIRECTOR OF TECHNOLOGY	07/05
	RFB-440-RFB 12-02-04-1		Handrails for municple building	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	07/05
	REP-530-REP 12-02-03-1	•	maintenance of streetlight fixtures and hulbs	DIRECTOR OF PUBLIC WORKS	07/05
	.1 C 1 C C 1: 1:		10 1 (1 A) 1 10 1 (1	. 1 1	7/05

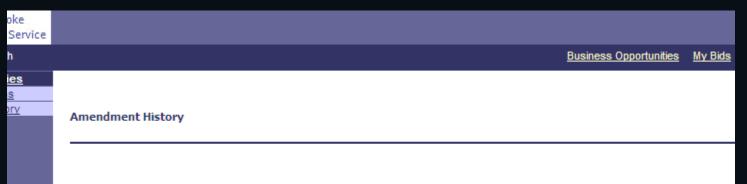
From the Search for Solicitations page, click on the Number link associated with the Amendment.

If there are amendments to a Solicitation, this will be evident in the Amendment Colum...

(Directions to the Search for Solicitations section can be found in Steps 1-4 of Section 1 of this Manual.)

7/18 7/25

7/27



#### Descript

Solicitation: RFB 10-07-08 Amendment: 2 Status: Awarded

Solicitation Type: RFB Issued Date: 06/09/2011
Description: COURTHOUSE MOTORS & DRIVES Closing Date: 06/17/2011
Issuing Office: CITY Closing Time: 12:00:00
Requesting Office: CITY Phone: 540-853-2042

Phone: 540-853-2042

#### Return to Solicitation

	Amendment	Date	Action	Description	Comments
4	1	06/06/2011	Modify	CLOSING DATE CHANGED	
	2	06/09/2011	Modify	CLOSING DATE CHANGED	A
	2	06/09/2011	Modify	AMENDMENT CHANGED FROM "1" ▼	A 7

First Prev Next Last

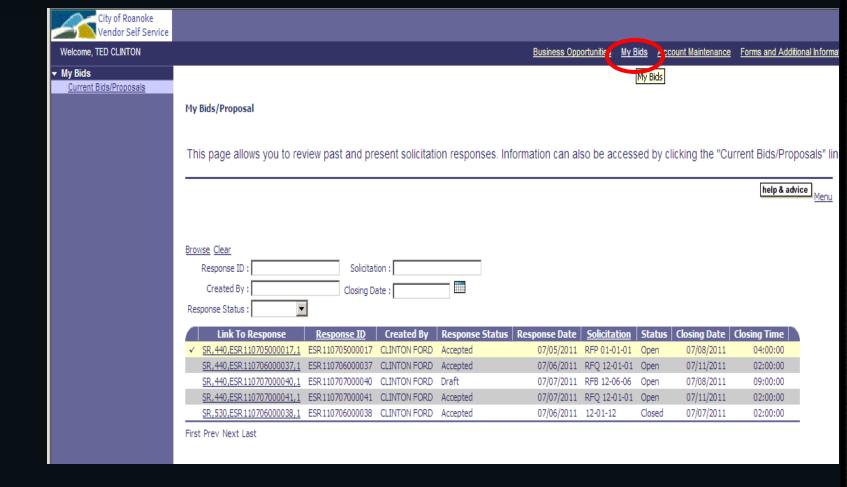
This will provide the Vendor with all Amendments to date and any Action required.

It is important that the Vendor use the scroll tab to read all the details of the Amendment.

This is a read only field.

# Add an Attachment or Edit Response

(All changes must be finalized before the Close date of each Bid.)



From the Vendor Home page, Click the <u>My Bids</u> link in the upper right-hand corner to display any solicitation in which the Vendor has submitted a response.

Select the Link to Response to edit.

[In this scenario the Vendor will: (a)be adding an attachment (beginning on page 32), and (b)editing the discount availability (beginning on page 37)]



# (a) Adding an Attachment

#### **▼**Solicitation Summary

Solicitation Summary Information

Solicitation: RFQ 12-01-01

Solicitation Type: RFQ Solicitation Description: Pick-up truck with no bed

Issuing Office : CITY Requesting Office : CITY

Buyer : Stanley Wells

DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY

stanley.wells@roanokeva.gov

Amendment: 1

Close Date: 7/11/11 Close Time: 2:00

> Phone: 540-853-2873 Phone: 540-853-5461 Phone: 540-853-2873

> > Fax: 540-853-1513

Status: Open

#### No Bid ■

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

#### Discount Information

Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Top

Menu

### Edit Attachments Withdraw

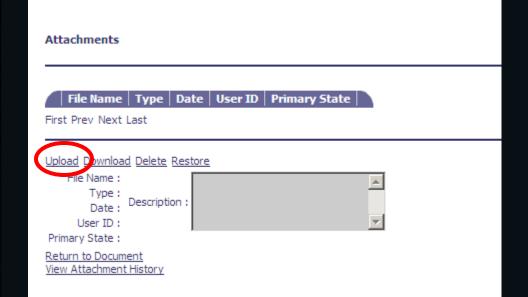
Ору

bav Y

#### Step 1:

Click <u>Link to Response</u> to view page 1 of the Response section.

In the bottom right of the page, click <u>Attachments</u>.



#### Step 2:

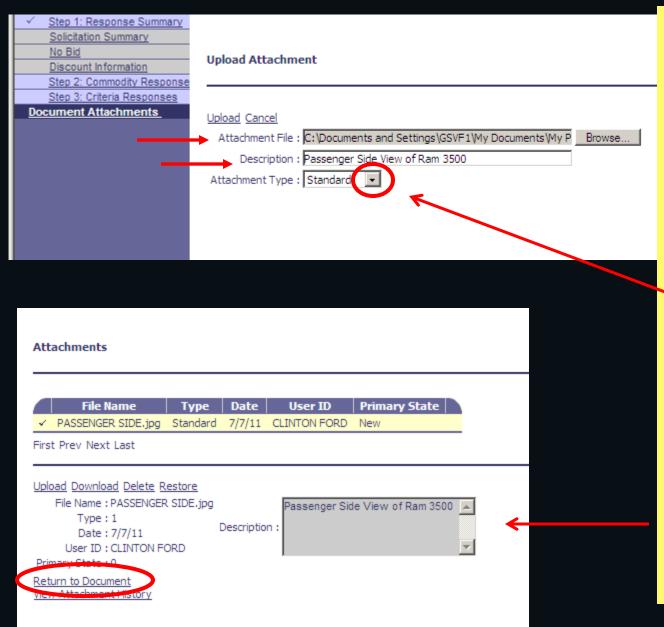
Choose to either Upload, Download, Delete or Restore an Attachment.

In this scenario, click <u>Upload</u> to add an attachment.

#### Step 3:

In the <u>Upload Attachment</u> section, click the <u>Browse</u> tab, to search your desktop for the document.

Upload Cancel	
Attachment File :	Browse
Description :	
Attachment Type: Description	



#### Step 4:

Once the file is displayed in the Attachment File box, provide a description in the Description box. This is a brief note naming the attachment.

Note: If the attachment contains proprietary information choose Proprietary in the Attachment Type drop down box.

Click <u>Upload</u>. Once uploaded successfully the system will redirect you to the home page where their attachment is listed.

If this is visible and there are no errors indicated click the Return to Document link in the lower left of the page.



### Step 5:

Once all Attachments are added, click the <u>Save</u> tab at the bottom right of the page.

Click the <u>Submit</u> tab at the bottom right of the page. This is acknowledgement that the latest version is available to the Procurement Team.

Response Submitted

help & advice

Your response has been processed. Thank you.

Click any link to continue.



# (b) Editing a Response

### **▼**Solicitation Summary

Solicitation Summary Information

Solicitation: RFQ 12-01-01

Solicitation Type: RFQ Solicitation Description: Pick-up truck with no bed

Issuing Office : CITY Requesting Office : CITY

Buyer : Stanley Wells

DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY

stanley.wells@roanokeva.gov

Amendment: 1

Close Date: 7/11/11 Close Time: 2:00

> Phone: 540-853-2873 Phone: 540-853-5461 Phone: 540-853-2873

> > Fax: 540-853-1513

Status: Open

### No Bid

Click the "No Bid" link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

### Discount Information

Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Top

Menu

### Edit Attachments Withdraw Copy Close

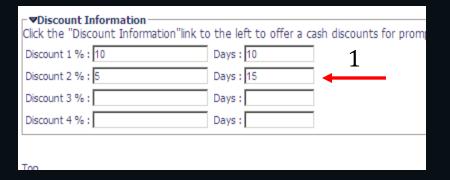
### Step 1:

Click <u>Link to Response</u> to new page 1 of the Response.

Select the Edit Tab.

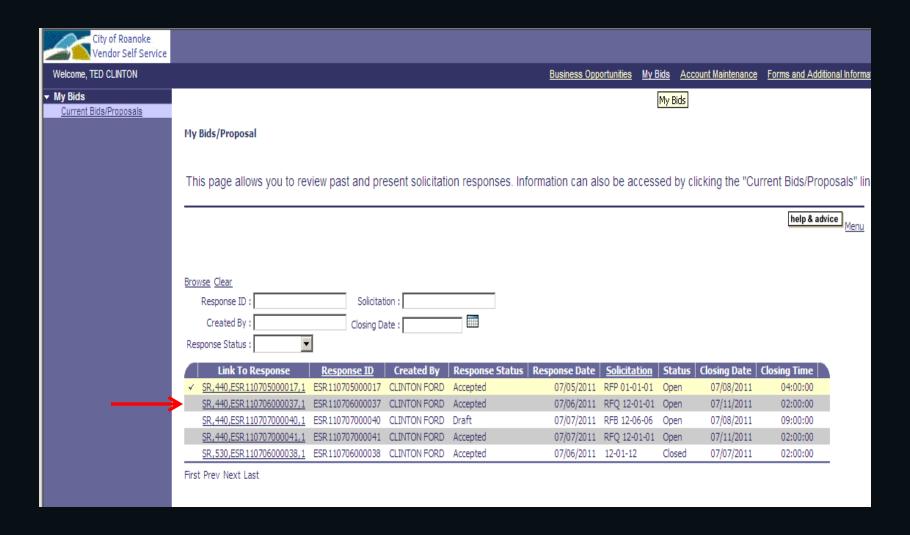
### SR - 440- ESR110707000041- 2- Modification- Draft

		Step 1:
▼Solicitation Summary Solicitation Summary Information		•
Solicitation : RFO 12-01-01	Amendment: 1	This is an axample of adding discount
Solicitation Type : RFQ	Close Date : 7/11/11	This is an example of adding discount
Solicitation Description : Pick-up truck with no bed	Close Time: 2:00	information.
Issuing Office : CITY	Phone: 540-853-2873	miormation.
Requesting Office : CITY	Phone: 540-853-5461	
Buyer : Stanley Wells	Phone: 540-853-2873	747 11.1 (1.11 . 1.11.1 (1.11.1 . 1.11.1 (1.11.1 . 1.11.1 (1.11.1 . 1.11.1 . 1.11.1 (1.11.1 . 1.11.1 . 1.11.1 . 1.11.1 (1.11.1 . 1.11.1 . 1.11.1 . 1.11.1 . 1.11.1
DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	Fax: 540-853-1513	When all the fields are entered, click <u>Save</u> and
stanley.wells@roanokeva.gov	Status : Open	Cubmit
		Submit.
Click the "No Bid" link to the left if you do not wish to respond at this tim  Discount Information  Click the "Discount Information" link to the left to offer a cash discounts for Discount 1 %:  Discount 2 %:  Discount 1 %  Discount 3 %:  Discount 4 %:  Days:	or prompt payment.	
	2.	3



## Add Alternate Bid Response

The process to submit more than one response to the same bid.



Step 1:

From the My Bids/Proposal home page, click Link to Response.

### SR - 440- ESR110706000037- 1- New- Final

### **▼**Solicitation Summary

Solicitation Summary Information

Solicitation: RFQ 12-01-01

Solicitation Type: RFQ

Solicitation Description: Pick-up truck with no bed

Issuing Office: CITY Requesting Office: CITY

Buyer: Stanley Wells

DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY

stanley.wells@roanokeva.gov

Amendment: 1

Close Date: 7/11/11

Close Time: 2:00

Phone: 540-853-2873 Phone: 540-853-5461

Phone: 540-853-2873 Fax: 540-853-1513

Status: Open

### No Bid

Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

### Discount Information

Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Top

Menu

Attachments

Withdraw

Close

### Step 2:

Click the Copy tab.

### **Copy Document**

help & advice

You are About to Copy a Document. Please keep in mind that attachments will not be copied to the new doucment. If you wish to continue please choose Copy Document which will copy the create a copy at this time choose Cancel which will return you to the previous page.

Copying of a Solicitation Response - An alternate bid will be created. This bid must then be submitted just as any other bid. Response Fee Information will not be copied, if Fee information before the alternate bid will be accepted.

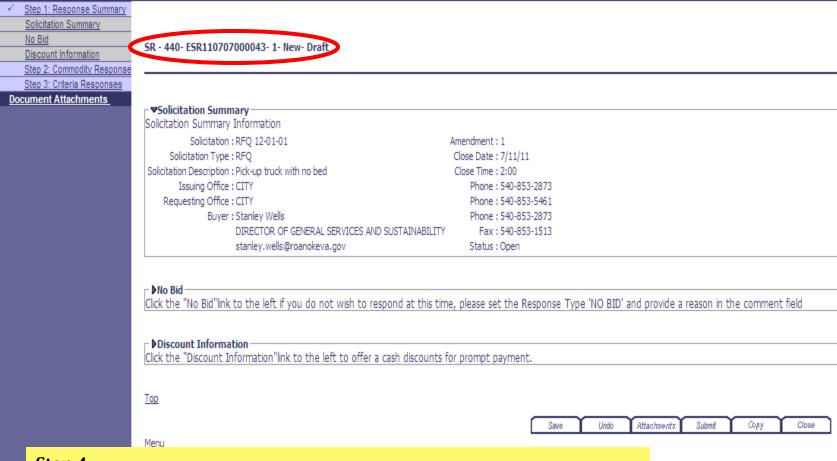
Document : SR 440 ESR 110706000037

Copy Document Cancel Errors

### Step 3:

The system provides important information recommended for the Vendor to read before copying.

Click the **Copy Document** link.



### Step 4:

<u>Copy Document</u> is a copy of the original response with a New Vendor Response Number.

Under the New Response Number change any items that may be different (i.e.: the color of the item, serial number of the item, etc.). Proceed with the Same Steps in Section 1 (Submitting a Bid Response) of this manual and also shown in pages 29 - 33 to submit the second response to the same bid.

	(In this ex. Changed discount information)	
SR - 440- ESR110707000043- 1- New- Draft	A Copy Document will copy everything from the original.	
ommodity Response  ▼Solicitation Summary  Solicitation Summary Information  Solicitation : RFQ 12-01-01 Amendment: 1  Solicitation Type: RFQ Close Date: 7/11/11  Solicitation Description: Pick-up truck with no bed Close Time: 2:00  Issuing Office: CITY Phone: 540-853-2873  Requesting Office: CITY Phone: 540-853-5461  Buyer: Stanley Wells Phone: 540-853-2873  DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY Fax: 540-853-1513  stanley.wells@roanokeva.gov Status: Open	All items copied will be populated in their assigned boxes. If the new amount(s), item(s), etc. are different, highlight the populated response and hit	
No Bid  Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type '	Complete with the new answer.	
Click the "Discount Information" Ink to the left to offer a cash discounts for prompt payment.  Discount 1 %: 15.0000 Days: 10  Discount 2 %: 10.0000 Days: 15  Discount 3 %: Days: Days:		
Top Save	Undo Attachments Submit Copy Close	ב

**NOTE:** 

help & advice

Your response has been processed. Thank you.

Click any link to continue.

When all sections are expanded/reviewed/ updated with the second bid response information, this page displays.

Congratulations!!! You've successfully added an Additional (or Second Response)!

## Withdrawing a Bid

### Step 1:

In the My Bids/Proposal Home page, click on Link to Response for the response to be withdrawn.

My Bids

### My Bids/Proposal

This page allows you to review past and present solicitation responses. Information can also be accessed by clicking the "Current Bids/Proposals

help & advice

e Me

### Browse Clear

Response ID : Solicitation : Created By : Closing Date : Response Status :

	Link To Response	Response ID	Created By	Response Status	Response Date	<u>Solicitation</u>	Status	Closing Date	Closing Time
~	SR,440,ESR110705000017,1	ESR110705000017	CLINTON FORD	Accepted	07/05/2011	RFP 01-01-01	Open	07/08/2011	04:00:00
$\rightarrow$	SR,440,ESR110706000037,1	ESR110706000037	CLINTON FORD	Accepted	07/06/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000040,1	ESR 110707000040	CLINTON FORD	Draft	07/07/2011	RFB 12-06-06	Open	07/08/2011	09:00:00
	SR,440,ESR110707000041,1	ESR 110707000041	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000041,2	ESR110707000041	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000043,1	ESR 110707000043	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,530,ESR110706000038,1	ESR 110706000038	CLINTON FORD	Accepted	07/06/2011	12-01-12	Closed	07/07/2011	02:00:00

First Prev Next Last

### SR - 440- ESR110705000017- 1- New- Final

### Solicitation Summary

Solicitation Summary Information

Solicitation: RFP 01-01-01

Solicitation Type : RFQ

Solicitation Description: Pick-up truck with no bed

Issuing Office : CITY Requesting Office : CITY

Buyer : Stanley Wells

DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY

stanley.wells@roanokeva.gov

Amendment: 0

Close Date: 7/8/11

Close Time: 4:00

Phone: 540-853-2873 Phone: 540-853-5461

Phone: 540-853-2873 Fax: 540-853-1513

Status: Open

### No Bid∙

Click the "No Bid"link to the left if you do not wish to respond at this time, please set the Response Type 'NO BID' and provide a reason in the comment field

### Discount Information

Click the "Discount Information" link to the left to offer a cash discounts for prompt payment.

Top

Menu

### Edit Attachments Withdraw Copy Close

### Step 2:

Click the Withdraw tab.

The system will redirect you back to the <u>My</u>
<u>Bids/Proposal</u> page. The item withdrawn will be removed from the menu.

My Bids	/Pro	posal
---------	------	-------

This page allows you to review past and present solicitation responses. Information can also be accessed by clicking the "Current Bids/Proposals"

help & advice

Browse Clear

Response ID:	Solicitation:	
Created By:	Closing Date:	

Response Status :

1	Link To Response	Response ID	Created By	Response Status	Response Date	<u>Solicitation</u>	Status	Closing Date	Closing Time
	SR,440,ESR110705000017,1	ESR110705000017	CLINTON FORD	WithDrawn	07/05/2011	RFP 01-01-01	Open	07/08/2011	04:00:00
	SR,440,ESR110706000037,1	ESR110706000037	CLINTON FORD	Accepted	07/06/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000040,1	ESR 110707000040	CLINTON FORD	Draft	07/07/2011	RFB 12-06-06	Open	07/08/2011	09:00:00
	SR,440,ESR110707000041,1	ESR110707000041	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000041,2	ESR110707000041	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,440,ESR110707000043,1	ESR 110707000043	CLINTON FORD	Accepted	07/07/2011	RFQ 12-01-01	Open	07/11/2011	02:00:00
	SR,530,ESR110706000038,1	ESR 110706000038	CLINTON FORD	Accepted	07/06/2011	12-01-12	Closed	07/07/2011	02:00:00

First Prev Next Last

# No Bid

### Welcome to the City of Roanoke Vendor Self Service System

This site is divided into the following areas:

- $\rightarrow$
- . Business Opportunities Allows you to search the current bid or proposal opportunities.
- . My Bids/Proposals You may view, edit, or check the status of bids or proposals you have submitted.
- Account Maintenance Gives you the opportunity to maintain your account information.
- . Forms and Additional Information Provides forms that are available for view and download online.

The links at the top will allow you to move between the main areas of our system.

Note: Do not use the back button on your internet browser. Only use the back button located on Vendor Self Service pages.

### Step 1:

Click on the <u>Business Opportunities</u> link.

### **Business Opportunities**

help & advice

This section provides access to the information about the various business opportunities currently available.

### Step 2:

- Search for Solicitations Current postings for goods and services.
  - View Commod Search for Solicitations atabase for information about our last ten purchases of a given commodity.

Click the **Search for** Solicitations link.

Se	earch for Solicitations				Step 3:	
al	lowed (e.g., a search d	escription usi	ing 'Computer*' finds	ations may require additional informational solicitations where the description b	link to cre	ne <u>Bid Number</u> ate a response.
S	olicitations containing t	ne term Comp	outer anywhere in the	e description). Click the Browse Link to e	execute the se	
Br	owse Clear			_		
	Commodities :	Find Descrip	tion :	Status : Open		
D	epartments :	FIIIU Nuii	iber:	Status : Open		
	Number	Amendment	Description	Department	O Publis	
	RFQ-440-RFP 01-01-01-1		Pick-up truck with no bed	DIRECTOR OF GENERAL SERVICES AND SUSTAIN	ABILITY	
	RFB-440-RFB 12-06-06-1		Software	DIRECTOR OF GENERAL SERVICES AND SUSTAIN	ABILITY	
	RFQ-440-RFQ 12-01-01-2	1	Pick-up truck with no bed	DIRECTOR OF GENERAL SERVICES AND SUSTAIN	ABILITY	
F	irst Prev Next Last					
	Next Block	of Rows				

### Solicitation Details View

help & a

Please print this page for future reference using the browser print command.

Questions and Answers Notice of Intent to Award Notice of Award Public Bid Reading Amendment History

Create Response

Solicitation RFP 01-01-01

Solicitation: RFP 01-01-01

Solicitation Type: Request for Quotes Description: Pick-up truck with no bed

Requesting Office: CITY Issuing Office: CITY Mail Responses To: Purchasing Division 215 CHURCH AVE SW

ROOM 202

ROANOKE, VA 24011

USA

Status: Open

Original Issued Date: 6/29/2011 Issued Date: 6/29/2011 Closing Date: 7/8/2011 Closing Time: 4:00

Time Left: 12 Hours, 6 Minutes Phone: 540-853-5461

Phone: 540-853-2873

Online Responses Prohibited: No

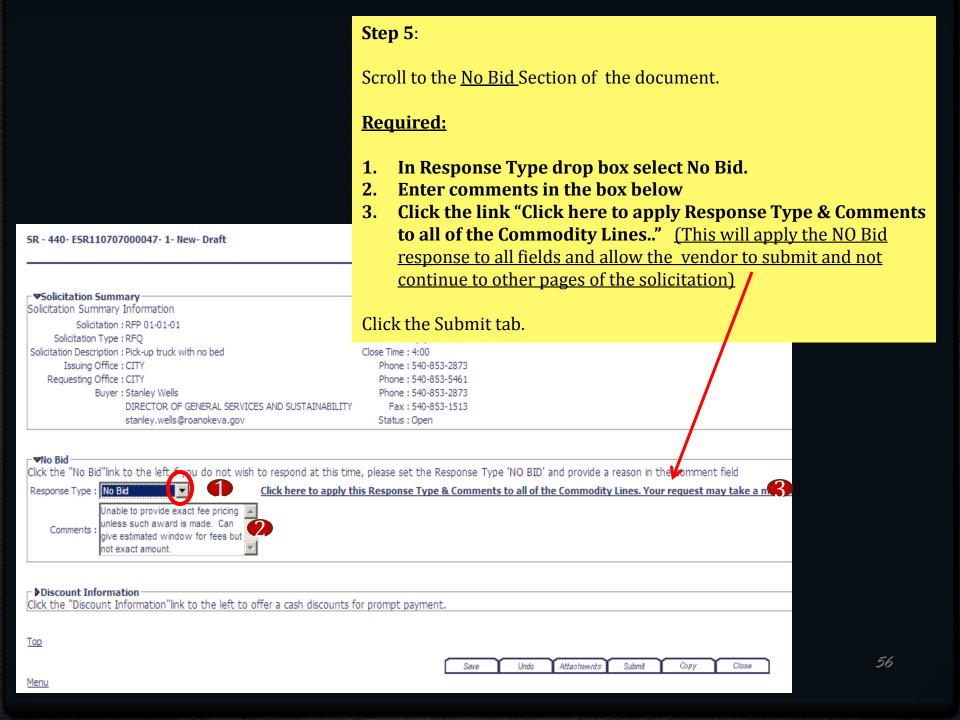
Contact Information

Stanley Wells Phone: 540-853-2873

### Step 4:

Read the entire Bid Solicitation.

Scroll all the way to the bottom to Create a Response.



ponse		

help & advice

Your response has been processed. Thank you.

Click any link to continue.

Congratulations!!! user No Bid has been submitted.

## Public Bid Reading

Business Opportunities My Bids Account Maintenance Forms and Additional Information

arch for Solicitations

help & advice

arch through our current postings of Solicitations. Solicitations may require additional information found at the Purchasing web-site located at www.roanokeva.gov/purchasing. W owed (e.g., a search description using 'Computer\*' finds all Solicitations where the description begins with the word 'Computer'. However, a search with a description using licitations containing the term Computer anywhere in the description). Click the Browse Link to execute the search.

wse Clear Find Description: mmodities : Find Number: Status: Closed partments:

Number	Amendment	Description	Department	Original Published Date	Published Date	Status	Closing Date	Closing Time	Pı
RFP-430-RFP#12-21-28-2	1	Maintenance Services for Lotus Notes	DIRECTOR OF TECHNOLOGY	08/08/2011	08/08/2011	Closed	08/09/2011	08:00:00	No
RFQ-440-11-25-25-1		Stop Signs	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	07/28/2011	07/28/2011	Closed	08/15/2011	02:00:00	No
RFQ-530-11-25-26-2	1	Trash Compactors	DIRECTOR OF PUBLIC WORKS	07/28/2011	07/28/2011	Closed	08/15/2011	02:00:00	No
RFQ-440-11-25-27-2	1	Fork Lift	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	07/28/2011	07/28/2011	Closed	08/17/2011	10:00:00	No
RFB-440-RFB12-02-06-1		paint	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	08/17/2011	08/17/2011	Closed	08/17/2011	13:00:00	No
RFQ-440-12-02-04-1		Roadway Anti-Icing Brine Application system	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	08/17/2011	08/17/2011	Closed	08/19/2011	05:00:00	No
RFP-440-RFP 20-20-20-1		Stress testing 08/18/2011	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	08/18/2011	08/18/2011	Closed	08/22/2011	02:00:00	No
RFB-440-RFB 11-08-18-1		Stress Testing	DIRECTOR OF GENERAL SERVICES AND SUSTAINABILITY	08/17/2011	08/17/2011	Closed	08/22/2011	10:00:00	No

st Prev Next Last

From the <u>Search for Solicitations page</u>, click drop down arrow and choose <u>Closed</u>. Select the Solicitation Number link.

(Directions to the Search for Solicitations section can be found in Steps 1-4 of Section 1 of this Manual.)

### Solicitation Details View

help &

Please print this page for future reference using the browser print command.

Questions and Answers Notice of Intent to Award Notice of Award Public Bid Reading Amendment History

Create Response

Solicitation RFP#12-21-28

Solicitation: RFP#12-21-28

Solicitation Type: Request for Proposals

Description: Maintenance Services for Lotus Notes

Requesting Office: CITY Issuing Office: CITY Mail Responses To: Purchasing Division 215 CHURCH AVE SW

ROOM 202 ROANOKE, VA 24011

USA

Amendment: 1 Status: Closed

Original Issued Date: 8/8/2011 Issued Date: 8/8/2011 Closing Date: 8/9/2011 Closing Time: 8:00

Time Left: Expired Phone: 540-853-2613 Phone: 540-853-2944

Online Responses Prohibited: No

Contact Information

Toni Thomas

Email: toni.thomas@roanokeva.gov

Phone: 540-853-5246 Fax: 540-853-1513

Schedule Of Events

From the Solicitation Details View page, click Public Bid Reading.

### **Public Bid Reading**

Solicitation: RFP#12-21-28 Amendment: 1 Status: Closed

Solicitation Type: RFP Issued Date: 08/08/2011
Description: Maintenance Services for Lotus Notes Closing Date: 08/09/2011
Issuing Office: CITY Closing Time: 08:00:00
Requesting Office: CITY Phone: 540-853-294

Phone: 540-853-2944 Phone: 540-853-2613

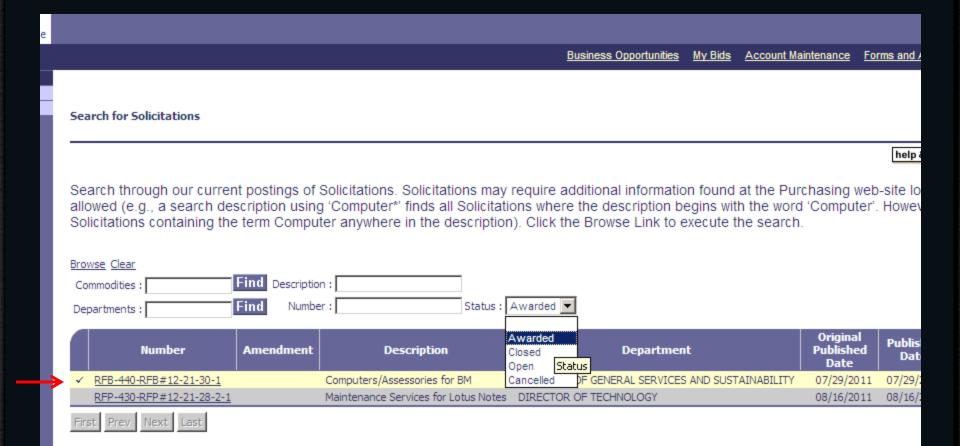
### Return To Solicitation

1		<u>Group</u>	<u>Line</u>	Vendor	Description	Quantity	Unit	<u>Unit Price</u>	Delivery Days from Award
	¥	1	1	Billy O Bob	Software Maintenance/Support				
		1	1	Katelyn Woods	Software Maintenance/Support				

First Prev Next Last Return To Solicitation

In the Public Bid Reading section, all Vendors who responded will be displayed along with the Contract Amount proposed.

## View Awards and Notice of Award



From the <u>Search for Solicitations</u> page, choose <u>Awarded</u> in the status drop down box and click on the Number link associated with solicitation.

(Directions to the Search for Solicitations section can be found in Steps 1-4 of Section 1 of this Manual.)

### Solicitation Details View

help 8

Please print this page for future reference using the browser print command.

Questions and Answers Notice of Intent to Award Notice of Award Public Bid Reading Amendment History

Create Response

Solicitation RFB#12-21-30

Solicitation: RFB#12-21-30 Solicitation Type: Request for Bids

Description: Computers/Assessories for BM

Requesting Office: CITY Issuing Office: CITY Mail Responses To: Purchasing Division

ROOM 202

ROANOKE, VA 24011

215 CHURCH AVE SW

USA

Status: Awarded

Original Issued Date: 7/29/2011

Issued Date: 7/29/2011 Closing Date: 7/29/2011 Closing Time: 15:30 Time Left: Expired Phone: 540-853-5472 Phone: 540-853-2042

Online Responses Prohibited: No

From the Solicitation Details View page, click Notice of Award.

Business Opportunities My Bids Account Maintenance Fr

### Notice of Award

Solicitation: RFB#12-21-30 Amendment: Status: Awarded

Solicitation Type: RFB Issued Date: 07/29/2011
Description: Computers/Assessories for BM Closing Date: 07/29/2011
Issuing Office: CITY Closing Time: 15:30:00
Requesting Office: CITY Phone: 540-853-2042

Phone: 540-853-5472

- 4		Group	<u>Line</u>	Vendor	Description	Quantity	Unit	<u>Unit Price</u>	Contract Amount	Awarded Da
	<b>√</b>	1	1	NATIONAL LEASE	Microcomputers, Handheld, Laptop, and Notebook	3.00000	EA	\$549.00		08/08/20
		1	2	NATIONAL LEASE	Keyboards	3.00000	EA	\$35.00		08/08/20

First Prev Next Last Return To Solicitation

This section will provide information on all Awarded Vendors.

For any information or questions regarding this training manual please contact:

Purchasing

Noel C. Taylor Municipal Building

215 Church Avenue, Room 202

Roanoke, VA 24011

540-853-2871

VSSHELP@Roanokeva.gov